

Introduction to the Manual of Guidelines and Procedures

The Ministry of Environment and Energy (MOEE) Manual of Guidelines and Procedures is a set of documents governing operational decision-making at the ministry. It references Acts for which the ministry is responsible and Regulations which provide the rules for government. The manual incorporates Operational Policies which interpret corporate intent, and Guidelines and Procedures which provide the mechanisms for implementing them. It also includes Standards which are invoked either by Regulations or Operational Policies. The Manual, however, does not exist as a set of bound volumes. For copies of this electronic document, please phone 416-323-4444 and request a set of two WordPerfect 5.1 diskettes. The Manual is also accessible for downloading on the Internet from the Government of Ontario's World Wide Web site with the address <http://www.gov.on.ca>. From that page, choose the Ministry of Environment and Energy to access the Manual.

Following is a list of the current guidelines and procedures used by MOEE staff in their daily operations, organized by topic. The guidelines are referenced by codes of the type G-1, with the alphabetic character signifying the chapter in the Manual to which the guideline belongs.

Procedures support specific guidelines. Procedures include the ministry's technical and operational manuals. The procedures are referenced by codes of the type G-1-1, thus signifying the guideline to which they relate. Lengthy manuals, or those with extensive graphics may not be included in the Manual of Guidelines and Procedures.

As indicated below, documents not available in the Manual can be obtained through Publications Ontario, from the Public Information Centre (PIC), or from a ministry branch/section.

This service will provide copies of individual documents. Those which are less than 15 pages long can be requested by entering the PIBS number indicated below. Other documents can be ordered by mail either through this system or by speaking to a public information officer at (416) 323-4321 or 1-800-565-4923.

Note: PIBS (Public Information Bank System) is the ministry's cataloguing code number required for document identification.

GUIDELINE/PROCEDURE	# of Pages	COMMENTS	PIBS #
A-1 Combustion and Air Pollution Control Requirements for New Municipal and Biomedical Waste Incinerators	8		1310-01
A-1-1 Source Testing Code*	91		1310
A-2 Replacement of Catalytic Converters	5		1754
A-3 Operation of the Air Pollution Index (API), The Air Quality Index (AQI) and the Air Quality Advisory	5		1472-01
A-4 Crematoria		Under revision	
A-5 Atmospheric Emissions from Stationary Combustion Turbines		Under revision	
A-6 Determination of Thermal Processes Allowed under Regulation 555/92 Incineration Ban	6		3235
A-6-1 Appendices to: Determination of Thermal Processes Allowed under Regulation 555/92 Incineration Ban	32		3235-01
B-1 Water Management -- Guidelines and Procedures of the Ministry of Environment and Energy (Guideline Summary)	6		586-01
B-1-1 Water Management -- Policies, Guidelines, Provincial Water Quality Objectives of the Ministry of Environment and Energy (July, 1994)	59		3303
B-1-2 Revised Tables of Objectives for Ministry of Environment and Energy's Publication "Water Management"*	.		3303
B-1-3 Protection and Management of Aquatic Sediment Quality in Ontario*	34		1962
B-1-4 Fill Quality Guidelines for Lakefilling in Ontario*	22		1963
B-1-5 Deriving Receiving-Water Based, Point-Source Effluent Requirements for Ontario Waters	48		3302
B-2 Combined with B-1			
B-3 Resolution of Well Water Quality Problems Resulting from Winter Road Maintenance	3		3233

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B-4 Snow Disposal and De-Icing Operations in Ontario	3		412
B-4-1 Procedures for Snow Disposal and Deicing Operations in Ontario (1975)	9		412-01
B-5 Drinking Water Quality	3		2889-01
B-5-1 Ontario Drinking Water Objectives*	68		2889
B-6 Evaluating Construction Activities -- Gas/Oil Transmission Pipelines Crossing Watercourses	4		183-05
B-6-1 Evaluating Construction Activities Impacting on Water Resources 1994 Part III (Dredging Handbook)*	53		3 Parts 1711-01 1711-02 1711-03
B-7 Incorporation of The Reasonable Use Concept into MOEE Groundwater Management Activities	8		430
B-7-1 Determination of Contaminant Limits and Attenuation Zones	10		430-01
B-8 Evaluating Construction Activities -- Highways and Bridges	3		183-02
B-9 Resolution of Groundwater Interference Problems	5		747
B-9-1 Resolution of Groundwater Quality Interference Problems, revised 1993	13		747-01
B-10 Evaluating Construction Activities - Marine Construction Projects	4		183-03
B-11 Evaluating Construction Activities -- Small Scale Construction Projects	3		183-04
B-12 Potable Water Storage Structures	3		3241
B-13 Treatment Requirements for Municipal and Communal Waterworks Using Surface Water Sources	5		7
B-13-1 Granting a Variance from the Treatment Requirements for Municipal and Communal Waterworks using Surface Water Sources	3		7-01
B-13-2 Guide for Applying for Approval of Municipal and Private Water and Sewage Works*	95		7-02
B-13-3 Chlorination of Potable Water Supplies*	33		7-03

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B-14 Treatment Requirements for Municipal and Communal Waterworks Using Groundwater Sources	6		3025
B-14-1 Granting a Variance from the Treatment Requirements for Municipal and Communal Water Works using Ground Water Sources	2		3025-01
B-14-2 Design of Water Supply Systems for Small Residential Developments*	62		3025-02
B-15 Use and Storage of Pesticides at Waterworks	4		1661
C-1 Mandatory or Discretionary Hearings on Waste Disposal Sites	5		3217
C-2 Participation in Hearings on Waste Disposal Sites	3		3219
C-3 Approval Responsibilities for Waste Disposal	4	Under revision	2159-01
C-3-1 Sewage Sludge Utilization on Agricultural Lands*	32		595
C-3-2 Utilization of Waste (Other Than Sewage Sludge) on Agricultural Lands (Draft interim)*	18		2159
C-4 The Management of Biomedical Waste in Ontario	14		425
C-5 Registration on Title of Certificates of Approval for Waste in Bulk	4		3073
C-6 Handling, Transportation and Disposal of Asbestos Waste in Bulk	5	Former guideline was integrated into C-6	271
C-7 Burning at Landfill Sites	3		424
C-8 Use of the "Guidance Manual for Landfill Sites Receiving Municipal Waste"	2		2741-01
C-8-1 Guidance Manual for Landfill Sites Receiving Municipal Waste (1993)*		Complete document available from Publications Ontario at 416-326-5300 or 1-800-268-7095	2741
C-9 Approval of Waste Management Systems for Dust Suppression Using a Waste Material	3		579
C-10 Removal Procedures at Sites Containing Substantial Quantities of Asbestos Waste			3242

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C-11 Handling and Disposal of Selected Wastes from Retail Motor Vehicle Servicing Facilities	3		200 200-01
C-11-1 Procedures for the Handling and Disposal of Selected Wastes from Retail Motor Vehicle Servicing Facilities	5		
C-12 Training of Drivers of Liquid Industrial or Hazardous Waste Transportation Vehicles	3		1515 1515-01
C-12-1 An Outline of the Essential Components of Training Programs for Drivers of Liquid Industrial or Hazardous Waste Transportation Vehicles	5		
C-13 Engineered Facilities at Landfills that Receive Municipal and/or Non-Hazardous Wastes	3		3027
C-13-1 Engineered Facilities at Landfills that Receive Municipal and/or Non-Hazardous Wastes	6		3027-01
C-14 Prohibition of Waste Oil for Use as a Dust Suppressant	2		3234
C-15 Decommissioning and Clean-Up of Sites		Under revision	141
C-15-1 Clean-up of Contaminated Sites in Ontario (Undergoing public consultation)		Available from the Industrial Hazardous Waste Section at (416) 314-7984	3161
C-16 Hazardous Waste Categorization and Review	2		1402-01
C-16-1 Guidance Manual for Hazardous Waste Categorization and Review Program, Volumes A & B**			1402
D-1 Land Use Compatibility	6		3166
D-1-1 Land Use Compatibility: Procedure for Implementation	10		3166-01
D-1-2 Land Use Compatibility: Specific Applications	1		3166-02
D-1-3 Land Use Compatibility: Definitions	6		3166-03
D-2 Compatibility between Sewage Treatment and Sensitive Land Use		Under revision	
D-3 Environmental Considerations for Gas or Oil Pipelines and Facilities	7		2437

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D-4	Land Use on or near Landfills and Dumps	9		2158
D-4-1	Assessing Methane Hazards from Landfill Sites	6		2158-01
D-4-2	Environmental Warnings/Restrictions*			2158-02
D-4-3	Registration of Certificates and Provisional Certificates*			2158-03
D-5	Planning for Sewage & Water Services	9		2169
D-5-1	Appendix A: Calculating & Reporting Uncommitted Reserve Capacity at Sewage & Water Treatment Plants	9		2169-01
D-5-2	Appendix B: Application of Municipal Responsibility for Communal Water & Sewage Services	4		2169-02
D-5-3	Appendix C: Servicing Options Statement	2		2169-03
D-5-4	Individual On-Site Sewage Systems: Water Quality Impact Assessment	10		2169-04
D-5-5	Private Wells: Water Supply Assessment	21		2169-05
D-6	Compatibility Between Industrial Facilities & Sensitive Land Uses	14		3272
D-6-1	Industrial Categorization Criteria	2		3272-01
D-6-2	Relationship Between Ministry Certificate of Approval Process & the Planning Process	2		3272-02
D-6-3	Separation Distances*	3		3272-03
D-6-4	MCCR Bulletin No. 91003* "Environmental Warnings/Restrictions"	4		3272-04
E-1	The Role of the Review and the Review Participants in the EA Process	10		115
E-2	Pre-Submission Consultation in the EA Process	6		114-01
E-2-1	Procedures for Pre-Submission Consultation in the EA Process***	32		114-02

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E-3 EA Planning and Approvals	4		986
E-3-1 Interim Procedures for Environmental Assessment Planning and Approvals	27		986-01
E-4 Interim Expansion of Municipal Landfills	10		3218
F-1 Particulate Emissions at New Cement Plants	2		3024
F-2 Compliance	8		1879
F-2-1 Compliance Manual (with attachments)***		Under revision	1879-01
F-4 Procedures for Addressing Labour Disputes Affecting Pollution Abatement	3		696
F-5 Levels of Treatment for Municipal and Private Sewage Treatment Works Discharging to Surface Waters	4		1584
F-5-1 Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works Discharging to Surface Waters***	6	Under revision	1584-01
F-5-2 Relaxation of Normal Level of Treatment for Municipal and Private Sewage Treatment Works Discharging to Surface Waters	4		1584-02
F-5-3 Derivation of Sewage Treatment Works Effluent Requirements for the Incorporation of Effluent Requirements into Certificates of Approval for New or Expanded Sewage Treatment Works	3		1584-03
F-5-4 Effluent Disinfection Requirements for Sewage Works Discharging to Surface Waters	1		1584-04
F-6 Sewer and Watermain Installation: Separation Distance Requirements	2		629
F-6-1 Procedures to Govern Separation of Sewers and Watermains	4		629-01
F-7 Minimum Accepted Level of Servicing for Municipally and Privately Owned Communal Systems		Under revision	2267
F-8 Provision and Operation of Phosphorous Removal Facilities at Municipal, Institutional and Private Sewage Treatment Works	4		2250
F-8-1 Determination of Phosphorous Removal Requirements for Municipal, Institutional and Private Sewage Treatment Works	2		2250-01

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F-9 The Use of Holding Tanks in Sewage Systems under Part VIII of the Environmental Protection Act	4		2856 2856-01
F-9-1 Manual for Onsite Sewage Systems*		Available from Publications Ontario at 416-326-5300 or 1-800-268-7095 as Manual of Policy, Procedures and Guidelines for Private Sewage Disposal Systems - 101530	
F-10 Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)	3		3074-01
F-10-1 Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)	4		
F-11 Procedure: Use of Farm Pollution Advisory Committee	3		2101
F-12 Construction Prior to Ministry Approval			
F-13 Approval of Expansion to Previously Constructed and Unapproved Facilities			
F-14 Economic Analyses of Control Documents on Private Sector and Municipal Projects	5		1517
F-15 Financial Assurance	7		226
F-15-1 Procedures for Financial Assurance	32		226-01
G-1 Role of the Ministry in Spills and Emergencies	7		2821
G-1-1 Spill Cleanup Options	18		2821-01
G-1-2 Planning for Spill Contingencies*		Available from the Spills Action Centre 416-325-3000	2821-02
G-2 Spills Action Centre Operations	3		3243
G-3 Environmental Security Account	9		3318

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H-1 Release of Scientific Data and Reports	4		3244
H-2 Public Access to MOEE Invited Submissions	3		720-01
H-3 Guideline on Public Access to Reports from External Parties	4		720-02
H-4 Research Management	5		116
H-4-1 Research Process***	4		116-01
H-5 Public Consultation	11		2819-01
H-5-1 Public Consultation Guide*			2819
H-6 Financial Assistance for Municipal Water and Sewage Service		Under revision	
H-6-1 Financial Assistance Available through MOEE (May 1992)*			577
H-7 Financial Assistance for Municipal Area Schemes		Under revision	
H-7-1 Financial Assistance Program: Guidelines for Applicants*			577-01
H-8 Emergency Takeover of Facilities		Under revision	

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